



Requesting an Amendment (UR Contract)

Authorized personnel can request an amendment through EIM to adjust a rate schedule or client capacity limit.

To request an amendment:

1. Select the **Contracts** module.

*The **Contracts Search** page appears.*

Contract Search				
Provider Organization:	<input type="text"/>	Vendor Customer Code:	<input type="text"/>	
Master Contract Number:	<input type="text"/>	Fiscal Year:	2008	
Status:	Active	Contract Type:	UNIT	
Activity:	<input type="text"/>	MA Number:	<input type="text"/>	
Activity Code:	<input type="text"/>	Unit Code:	<input type="text"/>	
Vendor Contract Number:	UR8881			
<input type="button" value="Search"/>				
Search Results				
Contract Number	Provider Organization	Contract Type	Status	Current Amount
UR8881 - 2008 - CT	Provider Test 9999	UNIT	Active	\$400,000.00
Display 1 to 1 of 1				

2. Enter search criteria for identified contract.

3. Click .

The search results appear below.

Search Results				
Contract Number	Provider Organization	Contract Type	Status	Current Amount
UR8881 - 2008 - CT	Provider Test 9999	UNIT	Active	\$400,000.00
Display 1 to 1 of 1				

4. Click the [Contract Number](#) link.

*The **Contracts Summary** page appears.*

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5. Select **Request Amendment** from the navigation bar.

Current Location: Contracts > Contract Search > Contract Summary	
Contract# UR8881 - 2008 - CT - Provider Test 9999	
Contract Summary	Master Contract Number: UR8881
Fund Allocations	Fiscal Year: 2008 Contract Type: UNIT
Amendments	MMARS Version Number: 1 EIM Version Number: 1
Accommodation Rate	
Unit Allocations	
Affiliates	
Request Amendment	Activity Code Description
Activities	3153 3153 - Training Service Activity
Participating Organizations	
Rate Schedules	

*The **Request Amendment** page appears.*

Request Amendment	
Contract Maximum Obligation:	\$394,025.00
Current End Date:	06/30/2008
Current Client Capacity Limit:	Remaining Amount: <input type="text"/>
Reason for Amendment:	New Client Capacity Limit: <input type="text"/>
Service Code: BD	
Delivered Units: 1254.19	Unexpended Units: 0.00
Original Amount: \$10,000.00	Current Amount: \$394,025.00
Expended Amount: \$394,025.00	Uncompensated Amount: \$34,053.61
Balance: \$0.00	
Effective From: 07/01/2008	Effective To: <input type="text"/>
New Amount: <input type="text"/>	

6. Enter amendment information, including a reason for the amendment.

7. Click .

*The **Amendment** page appears with a confirmation message displaying. Notification is sent to designated agency staff by email.*